



JOB POSTING

Job Title:	Director of Records / Administrative Assistant – Police Department
Hours:	Full Time
Hiring Rate:	\$21.00 - 24.15 (DOQ), plus benefits
Application Deadline:	06/27/16

The Village of Antioch has an opening for a full time Director of Records/Administrative Assistant in the Police Department. This position performs skilled, specialized administrative support for the Police Department and candidates must have moderate computer skills to include word processing, database, desk top publishing, Outlook and spreadsheets. This position is also responsible for the Records Division and all its functions, including the supervision of personnel assigned as Records Clerks.

Qualified applicants will have excellent customer service skills, ability to handle multiple tasks and conflicting demands on time, ability to communicate clearly and professionally on the telephone, in person and in writing. Applicants must have a high school diploma or GED (Associates degree preferred) and experience working in an office with clerical support duties or equivalent combination of education and experience.

Job Description (see attached):

- Maintains departmental record-keeping system in accordance with State legal requirements and standards.
- Provides administrative support such as researching, interpreting and advising as requested.
- Processes, indexes and files reports, records, logs and citations; reports any discrepancies.
- Compiles and prepares statistical reports and records for the State and Federal government, and Village Trustees.
- Serves under the general supervision of the Chief of Police; serves as administrative assistant to the Police Department Command Staff.
- Serves as the primary public contact for the Police Department, answers telephones, receives and records messages, and greets visitors according to principles of customer service.

Education/Experience/Skills/Qualifications:

- A minimum of three years of clerical, secretarial and/or administrative experience in police records management.
- Knowledge of basic law enforcement terminology, legal codes, village ordinances, policies and goals.
- High school diploma/GED (Associates degree preferred).
- Ability to pass a background investigation.

Applications may be obtained online at www.antioch.il.gov, or picked up in person at the Antioch Police Department, located at 433 Orchard St. Applications, along with a resume must be submitted to the Police Department, to the attention of Chief Huffman by 4:30 p.m. on June 27, 2016. Applications and resumes may also be submitted via email to shuffman@antiochpd.com.